



Office of the Board of Selectmen  
730 Massachusetts Ave.  
Arlington, MA 02476

## **Town of Arlington Warrant Article Submission Instructions**

This information packet describes the process of submitting warrant articles for insertion into the warrant for any Special Town Meeting. Included in this packet are the Warrant Article Submission Form and the Warrant Article Submission Checklist.

Under the Massachusetts General Laws, one hundred (100) registered voters of the Town may submit a warrant article for consideration by the Special Town Meeting of the Town. **Signatures of 100 registered voters are required to insert an article into a Special Town Meeting warrant.** Proponents of an article are encouraged to secure a few more signatures than 100 in the event of illegible signatures or signers not qualified as registered voters. Appropriate subjects for Town Meeting action under a warrant article include: (1) adopting, repealing, or amending Town bylaws; (2) authorizing the filing of home-rule legislation; (3) accepting or revoking the acceptance of local-option legislation; (4) making and amending budgetary appropriations; (5) authorizing the acquisition or disposition of interests in land; and (6) making resolutions.

Article proponents are strongly encouraged to consult with Town Counsel as to appropriate wording of the article so that it is in proper form for consideration by Town Meeting. The phone number of the Town Counsel is (781) 316-3150 and his e-mail address is [dheim@town.arlington.ma.us](mailto:dheim@town.arlington.ma.us). If possible, please allow at least ten days before the deadline for submission of warrant articles to consult with Town Counsel.

If your article is not in the proper form, it will be amended before submission to Town Meeting. Without changing the legal effect of the article, extraneous assertions, arguments, or advocacy may be deleted. The warrant is not the appropriate place to make policy arguments in support of your article. You will have opportunities to distribute advocacy materials and proposed votes to the board that hears your article and to Town Meeting Members before final votes are taken. Working with Town Counsel ahead of time on the language of your article is the best way to ensure that it will be in proper legal form when submitted and will not require amendment to make it appropriate for the warrant.

Before going to Town Meeting, the article will be subject to review by the Finance Committee (any articles that request an appropriation of funds), the Redevelopment Board (zoning articles), or the Board of Selectmen (all other articles). The contact person for each article will be informed of the date of the hearing before the appropriate Town Board.

The article itself is only an agenda item and is not actually what is voted by Town Meeting. Town Meeting votes on a motion, which proposes a particular course of action within the general subject matter of the warrant article. In the event that the Board of Selectmen, Finance Committee, or Redevelopment Board, respectively, agree with the action proposed by the warrant article, then Town Counsel drafts a “main motion” to be included in that board’s report to Town Meeting. If the appropriate board disagrees with the warrant article submitted, it will recommend that Town Meeting take a vote of “no action” under the article. If that is the case, then the proponent will need a “substitute motion” to be brought by a Town Meeting Member in order to bring the matter before Town Meeting. Town Counsel can aid in the drafting of a substitute motion. After being recognized by the Moderator, any Town resident has the right to address the Town Meeting directly on the merits of any proposed motion.

If the matter proposes a change in the zoning bylaw, then special procedural requirements apply. Proponents should discuss this matter with Town Counsel or Director of Planning at (781) 316-3150 and (781) 316-3092, respectively.

#### **Warrant Article Submission Checklist**

- ☐ Review warrant article with Town Counsel.
- ☐ Complete Warrant Article Petition form including full contact information.
- ☐ Collect 100 or more signatures on the Petition.
- ☐ **A paper copy of the completed warrant article petition with signatures must be delivered to the Board of Selectmen’s Office on Tuesday, March 13, 2018, between 8:00 a.m. and 4:00 p.m.** The office is located at 730 Massachusetts Avenue, Arlington, MA 02476.
- ☐ Provide an electronic copy (word document) of the Petition to the Board of Selectmen.  
[bosadmin@town.arlington.ma.us](mailto:bosadmin@town.arlington.ma.us).

## Warrant Article Submission Form

### PETITION OF ONE HUNDRED REGISTERED VOTERS FOR INSERTION OF ARTICLE INTO THE WARRANT FOR SPECIAL TOWN MEETING.

**File Completed Form with the Board of Selectmen's Office no later than 4:00 P.M., Tuesday, March 13, 2018.**

We, the undersigned registered voters (100 for Special) of the Town of Arlington, hereby petition the Board of Selectmen pursuant to MGL c.. 39, § 10 to insert the following article(s) into the warrant for the Special Town Meeting.

#### ARTICLE

Proposed Title/

Subject Matter:

To see if the Town  
will vote to or take  
any action related  
thereto:

Requested by:

(Name one person who will be the contact individual for this article and will serve as the person for upcoming hearings regarding this article.).

Address:

Telephone:

Email:

#### For Office Use Only – Do Not Write In This Area

Proposed Name/Subject Matter: \_\_\_\_\_

The primary motion for this article will come from:

Board of Selectmen

Redevelopment Board

Finance Committee

The following groups will comment on this article:

Board of Selectmen

Redevelopment Board

Finance Committee

**Proposed Title/Subject Matter** \_\_\_\_\_

**Signatures**

**Printed Name & Address**

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**Proposed Title/Subject Matter** \_\_\_\_\_

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Proposed Title/Subject Matter \_\_\_\_\_

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**Printed Name & Address**

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Proposed Title/Subject Matter \_\_\_\_\_

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**Printed Name & Address**

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**Proposed Title/Subject Matter** \_\_\_\_\_

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**Printed Name & Address**

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**Proposed Title/Subject Matter** \_\_\_\_\_

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**Printed Name & Address**

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**Proposed Title/Subject Matter** \_\_\_\_\_

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**Printed Name & Address**

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